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APPOINTMENTS (D) DEPARTMENT

NOTIFICATION

Jaipur, September 30, 1959.

No. F. 3 (38) App'ts. 'D'/59.—In exercise of the powers conferred by sub-section (1) of section 79 of the Rajasthan Panchayat Samitis and Zila Parishads Act, 1959 and all the provisions enabling in this behalf, the Government of Rajasthan makes the following Rules regulating recruitment to and conditions of service of the Rajasthan Panchayat Samitis and the Zila Parishads Service.

THE RAJASTHAN PANCHAYAT SAMITIS AND ZILA PARISHADS SERVICE RULES

1. *Short title and commencement.*—These Rules may be called the Rajasthan Panchayat Samitis and Zila Parishads Service Rules, 1959 and shall come into force with effect from 2nd October, 1959.

GOVERNMENT OF RAJASTHAN
APPOINTMENTS (D) DEPARTMENT



THE RAJASTHAN PANCHAYAT SAMITIS AND
ZILA PARISHAD SERVICE RULES, 1959

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2. *Definitions.*—In these Rules, unless there is anything repugnant in the subject or context:—

- (a) "Act" means the Panchayat Samitis and Zila Parishads Act, 1959.
- (b) "Commission" means the Selection Commission constituted under section 86 (6) of the Act.
- (c) "Committee" means the District Establishment Committee constituted under section 88 of the Act.
- (d) "Direct recruitment" means recruitment by the method prescribed by Rule 7.
- (e) "Division" means Revenue division.
- (f) "Former Appointing Authority" means the authority competent to make appointment before the enforcement of the Rules.
- (g) "Government" means the Government of Rajasthan.
- (h) "Panchayat Samiti" and "Zila Parishad" mean the Panchayat Samiti and the Zila Parishad constituted under the Act.
- (i) "Member of the Service" means a person appointed substantively to a post in the Service under the provisions of these Rules.
- (j) "Schedule" means a Schedule to these Rules.
- (k) "Service" means the Rajasthan Panchayat Samitis and the Zila Parishads Service.
- (l) "State" means the State of Rajasthan.
- (m) "Vikas Adhikari" means the officer appointed as such under section 26 of the Act.
- (n) "Appointing Authority" means the Panchayat Samiti or the Zila Parishad, as the case may be.
- (o) "Consolidated Fund of the State" means the fund constituted for the State under Article 266 (1) of Constitution of India.
- (p) "Medical Officer" means the District Medical and Health Officer or Principal Medical Officer or Chief Medical Officer or a Medical Officer not below the rank of a C.A.S. Class I.
- (q) "Lowest Grade" means the lowest grades prescribed for different qualifications and experience in the same category of posts.

3. The strength of the Service shall be such as may be fixed from time to time under section 31 of the Act for each Panchayat Samiti or under section 69 of the Act for each Zila Parishad.

4. (1) The Service shall consist of the following categories of posts:—
1. Village Level Workers.
 2. Gram Sevikas.
 3. Primary School Teachers.
 4. Field-men.
 5. Stock-men.
 6. Stock Assistant.
 7. Veterinary Compounders.
 8. Poultry Demonstrators.
 9. Sheep and Wool Supervisors.
 10. Dressers.
 11. Vaccinators.
 12. (i) U.D.Cs. (including Account Clerks).
(ii) L. D. Cs. (including Typists).
 13. Drivers.
 14. Project or Operators.
 15. Mates or (Industries).

Each category may be divided into different grades as shown in the Schedule.

(2) The Government may encadre any other category of post in the service excluding Class IV posts.

5. *Initial constitution of the Service.*—(1) All persons holding appointments in the different categories of posts included in the Service immediately preceding the constitution of the Service shall be deemed to have been substantively appointed thereto by the Panchayat Samitis or the Zila Parishads, as the case may be, under the provisions of these Rules:

Provided that a permanent Government employee may within 90 days of the enforcement of these Rules exercise his option not to become a member of the Service. In which case the former appointing authority may take such action as it may deem necessary in accordance with the provisions of the Rajasthan Service Rules:

Provided further that a temporary Government employee may within 30 days of the enforcement of these Rules exercise his option not to become a member of the Service, in which case, the former appointing authority shall terminate his services under the provisions of the Rajasthan Service Rules.

(2) An employee whether permanent or temporary who exercises option under the provisos of sub-rule (1) not to become a member of the Service shall be deemed to have been served with the notice of discharge under the provisions of the Rajasthan Service Rules with effect from the 2nd October, 1959 and will be deemed to be on deputation with the Panchayat Samiti or the Zila Parishad, as the case may be, from the 2nd October, 1959 till the former appointing authority absorbs him on another post or discharge him under the provisions of the Rajasthan Service Rules.

(3) Holders of any other category of posts which may be encadred under Rule 4 (2) in the Service after the commencement of these Rules shall also be dealt with in accordance with the above provisions of this Rules

6. *Sources of recruitment.*—Vacancies after the commencement of these Rules shall be filled:—

- (a) by direct recruitment in the lowest grade of each category.
- (b) by promotion from a lower to a higher grade in the same category.
- (c) by transfer of persons holding corresponding posts under a Panchayat Samiti, Zila Parishad or Government :

Provided that no Government servant shall be transferred to the Service without his prior consent.

7. *Reservation of vacancies for scheduled castes and scheduled tribes.*—Reservation of vacancies for Scheduled Castes and Scheduled Tribes shall be made in accordance with the orders of Government in force from time to time.

NOTE:—Reservation shall be calculated on the basis of total vacancies in each category adjustment of fraction shall be made over a period of five years. There will be no reservations for promotions.

8. *Determination of vacancies.*—Subject to the provisions of these Rules, and the directions of Government, if any, the Panchayat Samiti or the Zila Parishad shall determine at the commencement of every year the number of vacancies anticipated under each category during the following calendar year and the number of persons likely to be recruited by each method.

9. *Nationality.*—A candidate for appointment to the service must be:—

- (a) citizen of India, or
- (b) a subject of Sikkim, or
- (c) a subject of Nepal, or a former French possession in India, or
- (d) a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India:

Provided that if belongs to category (c) and (d) he must be a person in whose favour a certificate of eligibility has been given by the Government of India:

Provided further that if he belongs to category (d) the certificate of eligibility will be valid only for a period of one year from the date of his appointment beyond which he can be retained in service only if he becomes a citizen of India.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or inter view conducted by the Commission and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government of India.

10. *Age*.—A candidate for direct recruitment must have attained the age of 18 years and must not have attained the age of 25 years on the first day of January following the date of application:

Provided that—

- (i) The upper age limit for a candidate of a Scheduled Caste or a Scheduled Tribe, shall be 30 years.
- (ii) The upper age limit for ex-servicemen shall be 50 years.
- (iii) The upper age limit for Jagirdars, including Jagirdars' sons, who did not have any sub-jagir for their subsistence, shall be 40 years till 31st December, 1961.

11. *Academic qualifications and qualifying service*.—A recruit to the various categories of Service must possess the minimum educational or technical qualification and experience detailed in schedule to these Rules.

12. *Character*.—A candidate for direct recruitment to the Service must produce to the Commission a certificate of good character from the Principal Academic Officer of the University, College, School or Institution into which he was last educated and two such certificates written not more than six months prior to the date of application from two responsible persons not connected with his University, College, Institution and not related to him.

NOTE:—A conviction by a court of law need not by itself, entail the refusal of a certificate of good character. The circumstances of the conviction should be taken into account and if they involve no moral turpitude or association with crimes of violence or with a movement which has as its object the overthrow by violent means of Government as by law established, the mere conviction need not be regarded as a disqualification.

13. *Physical fitness*.—A candidate for direct recruitment to the Service must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his duties as a member of the Service; and must produce, if selected for appointment, a certificate to that effect from the Medical Officer.

14. *Canvassing*.—No recommendation for recruitment either written or oral other than that required under the Rules shall be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by other means may disqualify him for recruitment.

PROCEDURE FOR DIRECT RECRUITMENT

15. *Inviting of applications*.—(1) On a requisition for direct recruitment to the Service having been made by the Panchayat Samitis or Zila Parishads to the Commission, applications shall be invited by the Commission in such manner as they may deem fit.

16. *Form of application.*—The application shall be made in the form prescribed by the Commission and obtainable from the officer empowered by the Commission on payment of such fee as the Commission, may from time to time, prescribe.

17. *Scrutiny of applications.*—The Commission shall scrutinize the applications received by them and require as many candidates qualified for appointment under these rules as seem to them desirable to appear before them for interview.

18. *Recommendations of the Commission.*—(1) The Commission shall prepare a districtwise merit list of candidates considered suitable for appointment to each grade or category of posts in the District and forward the list to the District Establishment Committee of the District concerned.

(2) The District Establishment Committee shall, on receipt of requisition from the Panchayat Samitis or Zila Parishad, allot candidates from the list in the order in which their names occur in the list. The Panchayat Samitis or the Zila Parishad shall take into consideration the requirements of Rule 7 while sending their requisitions to the District Establishment Committee.

19. *Appointment by Panchayat Samitis or Zila Parishad.*—The Panchayat Samiti or the Zila Parishad shall appoint the candidates allotted by the District Establishment Committee in the order in which their names are forwarded by the District Establishment Committee.

PROCEDURE FOR RECRUITMENT BY PROMOTION AND TRANSFER

20. *Criteria for selection.*—(1) For purposes of promotion, a selection on the basis of seniority-cum-merit shall be made from amongst the members of the service serving in the District eligible for such promotion in accordance with the provisions of columns 5 and 6 of the schedule.

(2) In selecting the candidates for promotion regard shall be had to their:—

- (a) technical qualifications and knowledge;
- (b) tact, energy and intelligence;
- (c) integrity, and
- (d) previous record of service.

21. *Procedure for selection.*—Whenever vacancies in various grades and categories of Service in the District are to be filled by promotion, the Committee shall invite recommendations from the Panchayat Samitis or

Zila Parishads. After taking into consideration the recommendations received and the annual confidential reports and other service records of persons recommended for promotion, and those proposed to be superseded, prepare districtwise list of persons suitable for promotion in the grade and category in order of seniority, giving reasons for supersession of persons, if any.

22. (1) On receipt of requisitions from the Panchayat Samitis or Zila Parishads the Committee shall allot persons from the districtwise list, in the same order in which their names occur in the list.

(2) The Panchayat Samitis or Zila Parishads shall, on receipt of the allotment from the Committee, appoint the persons so allotted to the post for which they are selected by the Committee.

TEMPORARY APPOINTMENTS.

23. (1) In case no selection has been made or no person selected by the Commission is available at any time, for filling a vacancy, appointment may be made by the Appointing Authority temporarily for a period not exceeding six months, provided the filling up of the vacancy is required emergently.

(2) If it is proposed to fill the vacancy by direct recruitment temporarily, the nearest Employment Exchange may be asked to send a panel of names of persons possessing the required qualifications at least 5 times the number of vacancies to be so filled. The appointing authority will then appoint from out of the panel of candidates suitable for the post.

(3) If it is proposed to fill vacancy by promotion temporarily, the senior most employee in the next lower grade may be so appointed by the appointing authority:

Provided that if the record of the senior most employee is not satisfactory, the person immediately below him may be so appointed.

(4) The period of such temporary appointment may, however, be extended beyond six months, only with the previous concurrence of the Committee.

(5) The temporary appointments made under this Rule shall not be continued for a period exceeding 12 months without the prior concurrence of the Commission.

(6) The temporary appointment made under this Rule shall terminate as soon as a candidate selected by the Commission or Committee, as the case may be, is made available.

24. *Seniority*.—Seniority in each grade or category shall be determined by the date of the order of substantive appointment to a post in that grade or category :

Provided—

- (i) that the seniority *inter se* of the members of the Service, appointed to posts in a particular grade or category before the commencement of these Rules, shall be such as has been or may be fixed by the Government,
- (ii) that if two or more persons are appointed to the posts in the same grade or category under the same order or orders of the same date, their seniority shall be in the same order in which their names appear in the districtwise list prepared by the Commission or Committee as the case may be,
- (iii) that the seniority of persons appointed by transfer from Government service, after the commencement of these Rules, shall be determined *ad hoc* by the Committee on the basis of continuous length of substantive service on the analogous post,

25. *Probation*.—All members of the Service other than those appointed on the initial appointment to the Service and those taken on transfer from the Government service shall, on appointment be placed on probation. The period of probation shall be two years for those appointed by direct recruitment and one year for those appointed by promotion.

26. *Unsatisfactory progress during probation*.—(1) If it appears to the Zila Parishad or Panchayat Samiti that a member of a Service has not made sufficient use of his opportunities or that he has failed to give satisfaction, the Panchayat Samiti or the Zila Parishad may remove him from Service, or in case he has a substantive post, revert him thereto ;

Provided that the Panchayat Samiti/Zila Parishad may extend the period of probation of any member of the Service by a period not exceeding one year in all.

(2) A probationer reverted or removed from Service during or at the end of the period of probation under sub-rule (1) shall not be entitled to any compensation.

27. *Confirmation*.—A probationer shall be confirmed in his appointment at the end of the period of his probation if the Panchayat Samiti or the Zila Parishad is satisfied that his integrity is unquestionable, his work is satisfactory and that he is otherwise fit for confirmation.

28. *Transfer within the District*.—(1) The name of the employee desiring transfer or desired to be transferred within the district shall be communicated to the Committee by the Panchayat Samiti or the Zila Parishad, as the case may be. The Committee shall thereupon enter these names in a districtwise list.

(2) Appointment by transfer of such an employee may be made by the Panchayat Samiti or the Zila Parishad concerned on the recommendation

of the Committee which shall consult the Panchayat Samiti or the Zila Parishad, as the case may be, under whose administrative control they are for the time being and also under whose administrative control they are proposed to be transferred.

(3) On transfer of the employees, his confidential roll and service record will be transmitted, without avoidable delay, to the Panchayat Samiti to whom his services have been transferred.

29. *Transfer outside the District.*—(1) The name of the employee desiring transfer or desired to be transferred from one district to another shall be communicated to the Commission by the Panchayat Samitis or the Zila Parishads, as the case may be. The Commission shall thereupon enter these names in a districtwise list.

(2) Appointment by transfer of such an employee may be made by the Panchayat Samiti or the Zila Parishad concerned on the recommendation of the Commission which shall consult the Panchayat Samiti or the Zila Parishad, as the case may be, under whose administrative control they are for the time being and also under whose administrative control they are proposed to be transferred.

(3) On transfer of an employee, his confidential roll and service record will be transmitted without avoidable delay to the Panchayat Samiti/Zila Parishad to whom his services have been transferred.

(4) Seniority of an employee so transferred will be determined *ad hoc* by the Committee of the District to which he is transferred on the basis of the continuous length of substantive service on an analogous post.

30. *Re-transfer of a member of the Service to posts under the Government.*—Persons appointed to the Service under Rule 5 may be retransferred by the Panchayat Samitis or the Zila Parishads as the case may be, to a post under the Government in consultation with the Head of the Department concerned, provided the employee has been declared surplus by the Commission.

PAY

31. *Scale of pay.*—The scales of pay and special pay, if any, admissible to a member of the service shall be such as may be fixed by the Government from time to time. The existing scales of pay and special pay if any for the various categories of posts are as shown in the schedule.

32. *Increment during the period of probation.*—A probationer shall draw increments in the scales of pay admissible to him during the period of probation as they accrue provided that if the period of probation is extended on account of failure to give satisfaction, such extension shall count for increment unless the authority granting the extension directs otherwise.

33. *Criteria for crossing Efficiency Bar.*—No member of the Service shall be allowed to cross the Efficiency Bar unless he has worked satisfactorily and his integrity is unquestionable.

OTHER PROVISIONS

34. *Regulation of pay, leave, allowances, pension etc.*—Except as provided in these Rules and till such time as separate Rules are framed on any or all of these matters, the pay, allowances, pension, leave and other conditions of service of the members of the Service shall be regulated *mutatis mutandis* by the Rajasthan Service Rules, 1951 and the Rajasthan Travelling Allowance Rules.

35. *Pension and Provident Fund.*—A member of the Service shall be entitled to the payment of a pension by the Government out of the Consolidated Fund of the State and every Panchayat Samiti and Zila Parishad shall make and pay pension contribution to the Government on that account in accordance with the rates laid down in Appendix V to the Rajasthan Service Rules:

Provided that—

If any person referred to in rule 5 is not entitled to the benefit of a pension under the Rajasthan Service Rules but has since before the date of the constitution of the Panchayat Samiti under which he holds appointment, been a regular subscriber to a Contributory Provident Fund in lieu of the benefit of pension he shall not be entitled to a pension and continue to subscribe to that Contributing Provident Fund in accordance with the rules applicable thereto and the contribution of a Panchayat Samiti or the Zila Parishad on that account shall be determined in accordance with the provisions applicable to the Fund.

36. *Matters relating to integration and fixation.*—Matters relating to integration, fixation of pay, seniority etc. of employees appointed to the service under Rule 5 shall be such as may be determined by the Government from time to time.

37. *Compulsory life Insurance.*—A member of the Service shall be required to effect insurance on his life under the Rajasthan Government Compulsory Insurance Scheme in accordance with the Rajasthan Government Servants Insurance Rules, 1953.

38. *Eligibility for promotion to State Service.*—A member of the Service shall be eligible for appointment or promotion to next higher posts in State Services in accordance with the rules applicable to those Services. Persons so appointed or promoted shall count the period of their holding the post substantively in the Service for purposes of seniority. They will also count this period for purposes of pension in accordance with the provisions of the Rajasthan Service Rules.

By Order of the Governor,
R. D. MATHUR,
Special Secretary to the Government.

SCHEDULE

(See rule 4, 6, 11, 20, and 31)

S. Category of post No. & Grade (if any).	Scale of pay and special pay.	Qualifications required for appointment and recruitment.	Post from which appointment can be made by promotion.	Minimum Experience qualifications required for promotion.	6	7
1	2	3	4	5	6	7
1. Gram Sewaks & Gram Sewikas	Selection Grade Rs. 80-5-120-E. B. 5-175. Special Pay Rs. 10/- p. m.	..	Gram Sewaks & Gram Sewikas. } (1) 5 Yrs. service. Preference will be given for achievements in productive programme, & for securing People's participation.		6	7
(2) Trained both in basic and extension training except Gram Sewaks recruited before 1-4-56 who must have done at least extension training.						

1	2	3	4	5	6	7
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5. Poultry Demon- strator.	60-4-80-5-100-E B-5-130.	Matric with 6 months Exp. in Poultry Farming and Non- Matric with 2 Yrs. Exp. in Poultry Farming.
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6. Stock-men and stock Assistants.	60-4-80-5-100-E B-5-130.	Matric with Science Matric with 9 months Trg. in Sheep & Wool Husb.
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7. Sheep & Wool Supervisors.	-do-	-do-
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8. Dressers.	30-1-45-2-55.	Hindi knowing with Exp. in Dressing work.
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9. Vaccinators.	40-2-60.	Middle or 8th Class Passed.
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10. Upper Division Clerks (inclu- ding Acotts. Clerks).	80-5-120-E B-8-160-10- 200. Special pay Rs. 10/- for Acotts. Clerks.
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Lower Division Clerk.	7 Yrs. Exp. & must be Matric 3 Yrs. Exp. if Graduate.	Acotts. Clerks must have passed the Acotts. clerks' Ex- amination held by Raj. Public
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Lower Division
Clerks (including Typists).
 60-4-80-5-100-E B-5-130 Must be Matric or must possess Hindi and Sanskrit qualifications recognised by the Commission as equivalent to that of Matriculation. Knowledge of typing will be preferred.

11. Drivers.
 Grade 60-4-80-E B-4-100. Hindi knowing must possess Driving License.

12. Projector Operators.
 Grade I—60-4-80-5-100-E B-5-130. Matric and must possess a Projector Operating License, with Exp. of machine work.
 Junior Grade. Must be Middle passed with Exp. of 5 years.

Grade II—50-3-80. Must be Hindi knowing and possess a Projector Operating License.

13. Mateⁿ(Industries). 10-2-60. Must be Hindi knowing.